



## Question:

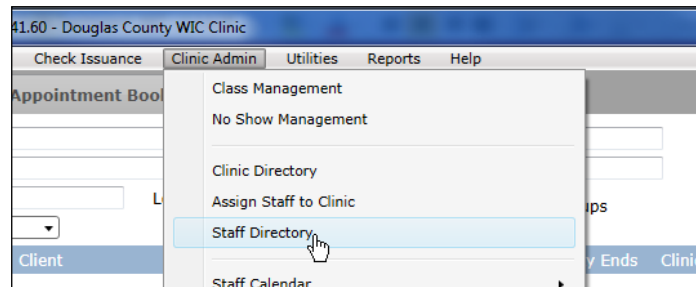
**How do I make sure all my staff receives their own emailed copy of the P & I memos?**

## Answer

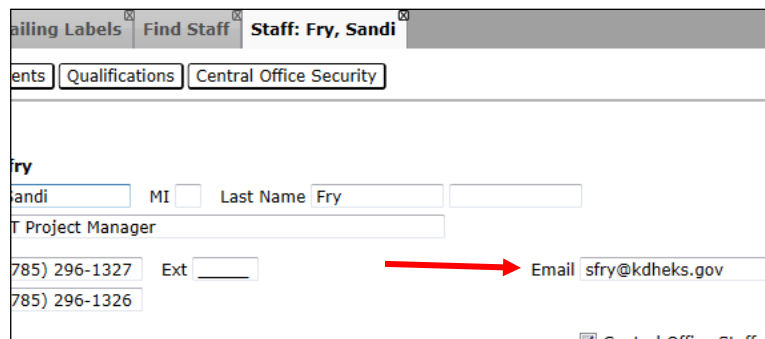
Refer to policy:

[http://www.kansaswic.org/manual/ADM\\_07\\_03\\_00\\_KWIC\\_Maintaining\\_Clinic\\_Info.pdf](http://www.kansaswic.org/manual/ADM_07_03_00_KWIC_Maintaining_Clinic_Info.pdf)

The KWIC Administrator can click on Staff Directory, under Clinic Admin.



This will open the Staff Directory window and by selecting Find, you will see all the WIC staff assigned to your clinic. By either double clicking the staff person's name or highlighting the name and clicking Retrieve, the record opens. On the left side of the screen, you will see an Email field. The email address entered in that field will receive all the emails signed up for on the Qualifications tab.





The Qualifications tab is where you can select what types of emails you want your staff to receive from the State Agency. Let's say your new staff member is a Breastfeeding Peer Counselor. You might want to move over Breastfeeding Peer Counselor, I & P Memo, KWIC Helpdesk and WIC Newsletter. She would receive all emails that were sent to any one of those four groups.

Staff Qualifications Mailing Labels Find Staff Staff: Fry, Sandi

Detail Clinic Assignments Qualifications Central Office Security

**Available Items**

Qualification Description
BF Newsletter
BFPC Supervisor
Breastfeeding Coordinator
Breastfeeding Peer Counselor
Civil Rights Coordinator
I & P Memos
KWIC Administrator
KWIC Helpdesk
Local Vendor Contact
Nibbles & Bites
Nutrition Service Coordinator
Registered Dietitian
Registered Nurse
Vendor Newsletter
WIC Coordinator
WIC Newsletter

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Please remember to move KWIC Helpdesk over for everyone. As staff members come and go from your clinic please remember to keep email addresses updated and also what qualifications are moved over. **This is the only list the State Agency and the KWIC helpdesk uses to send out mass emails to WIC staff.**

